

California Energy Commission



CLASSIFICATION: Energy Commission Specialist II (TED)
(May consider downgrading to Energy Commission Specialist I (TED))

TENURE: Permanent

TIME BASE: Full Time

SALARY: Energy Commission Specialist II (TED) \$5,309 -\$6,404
Energy Commission Specialist I (TED) \$4,833-\$5,831

LOCATION: Sacramento, CA

FINAL FILING DATE: November 4, 2008

ENERGY COMMISSION SPECIALIST II (TED) - DUTIES/RESPONSIBILITIES:

The Energy Commission Specialist II (TED) is under the direction of an Energy Commission Supervisor II (TED) in the Efficiency and Renewable Energy Division's Renewable Energy Office. The incumbent will have lead responsibility for conducting the most highly complex technical and policy work relating to the California Renewable Portfolio Standard (RPS). This program was developed and is implemented in close coordination with the California Public Utilities Commission (CPUC), the state agency that shares responsibility in implementing the RPS. The Specialist II will assist in efforts to ensure that the Energy Commission (CEC) satisfies its roles and responsibilities in implementing the RPS and will work collaboratively with the CPUC in their proceedings related to the implementation of the RPS. The CEC's responsibilities in implementing the RPS include:

- Certifying eligible renewable resources, including those generating out-of-state
- Developing and implementing an accounting system to verify compliance with the RPS

ENERGY COMMISSION SPECIALIST I (TED) – DUTIES/RESPONSIBILITIES:

A duty statement is available upon request.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal and team leadership skills. The successful applicant is expected to work within a larger team environment.
- Excellent knowledge of renewable energy technologies and related issues.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.
- Ability to effectively write and edit technical program information.

(OVER)

RPA# 550-228

OK DP 10/24/08

POS# 535-550-4185-009

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

Training & Development Assignments may be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Human Resources
Debbie Powers (RPA# 550-228)
1516 Ninth Street, MS-3
Sacramento, CA 95814
(916) 654-4305

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBS must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.